

A.1 APPENDIX A

SERVICE DEVELOPMENT AND DELIVERY COMMITTEE

REVIEW OF WORK CARRIED OUT JUNE 2016 – APRIL 2017

1 JUNE 2016

1. Overview of the Licensing Service

The Licensing Manager (Simon Harvey) was in attendance and gave the Committee an overview of the Licensing Service.

The Committee **RESOLVED** that: the Licensing Manager explore the possibility of extending the number of days whereby Taxi vehicle checks could be undertaken;

That **CABINET NOTES** the comments of the Service Development and Delivery Committee:

- (a) That the Licensing (GP) Sub-Committee is seeing less and less taxi drivers coming in front of the Sub-Committee for being caught using their mobile phones whilst driving;
- (b) That the relationship between the TDC Licensing Team and Licensees is very good and the service is seen as good value for money;
- (c) That the Committee would investigate the possibility of a working party being set up to explore the safety of taxi drivers which would mean liaising with Community Safety; and
- (d) That the presentation had been excellent and very informative on a very complex subject.

At the Cabinet meeting held on 5 August 2016, having considered the comments of the Service Development and Delivery Committee:-

It was moved by Councillor Stock, seconded by Councillor Ferguson and **RESOLVED** that the contents of the report be noted.

18 JULY 2016

1. Clacton Air Show Business Plan

The Council's Head of Sport & Leisure (Mike Carran) was in attendance and gave the Committee a presentation on the Clacton Air Show Business Plan.

It was asked that the Cabinet **NOTED** that:

The Service and Development Committee were satisfied that safety and security arrangements were in place for the Clacton Air Show 2016.

2. Review of Refurbishment of Sports Facilities

The Council's Head of Sport & Leisure (Mike Carran) was in attendance and gave the Committee a presentation on the Refurbishment of Sports Facilities.

3. Work Programme 2016/17

The Head of Customer and Commercial Services (Mark Westall) said that the issue of the Spendells and Honeycroft sheltered accommodation schemes would be back on the agenda for November.

19 SEPTEMBER 2016

1. Dog Fouling and Bin Provision

The Council's Street Scene Officer (Jonathan Hamlet) gave a presentation to the Committee on the provision of waste bins and also the issue of the District's problem with dog fouling.

The Committee **RESOLVED** that:

CABINET NOTES the **RECOMMENDATIONS** of the Service Development and Delivery Committee:

- (a) That the relevant Officers work with the Council's Communications Manager to compose a press release reminding residents of the number of litter bins the Council provided and that they could be used for bagged dog waste and that the press release should include details of the number of Fixed Penalty Notices that had been issued regarding dog fouling;
- (b) That the relevant Officers produce a schedule for the Faeces Intake Disposal Operation (FIDO) which would state when and where FIDO would be in operation and that the schedule should be placed on the Council's website;
- (c) That an information sharing forum be created to include Members from the Council, County Council and Town and Parish Councils, to discuss topics affecting them, such as street sweeping, dog fouling and waste bin provision, in order to promote the co-ordination of activities and promote best practice; and
- (d) That the relevant group look at incorporating dog fouling within the new Open Space Public By-law.

At the Cabinet meeting held on 4 November 2016, the Environment Portfolio Holder had considered recommendations of the Service Development and Delivery Committee and had responded as follows:-

"The Portfolio Holder for Environment has confirmed that he is very happy with the report of the Service and Development Committee and its recommendations to Cabinet."

Having considered the recommendations of the Service Development and Delivery Committee and the Portfolio Holder's response thereto:-

It was moved by Councillor Talbot, seconded by Councillor Watling and **RESOLVED** that the Environment Portfolio Holder's response be endorsed.

24 OCTOBER 2016

1. Spendalls House and Honeycroft – Update

The Council's Head of Housing (Tim R Clarke) gave an update to the Committee on the progress towards the creation of a feasibility study and consultation piece on Spendalls House and Honeycroft.

2. Impact of the £1.5 Million 3 Year Strategic Investment Strategy

The Committee received a presentation from the Council's Head of IT & Corporate Resilience (John Higgins) on the impact on the Council of the £1.5 million, three year strategic investment strategy.

The Committee **RESOLVED** that the Head of IT & Corporate Resilience be required to attend a further meeting of the Committee in twelve months' time to give a practical demonstration of the Council's new IT systems in operation such as Microsoft Skype for Business.

The Committee further **RESOLVED** that **CABINET** be requested to consider the **RECOMMENDATION** of the Service Development and Delivery Committee that the Head of IT & Corporate Resilience arrange an IT Surgery for Members over the course of an afternoon and evening together with an ongoing schedule of IT training for Members.

At the Cabinet meeting held on 25 November 2016, the Enforcement and Community Safety Portfolio Holder had considered the Service Development and Delivery Committee's recommendation and had responded as follows:-

"Arrangements will certainly be put in hand for another IT surgery for Members as the Committee has suggested and consideration will be given to the provision of further IT training for Members."

Having considered the recommendation of the Service Development and Delivery Committee and the Portfolio Holder's response thereto:-

It was moved by Councillor G V Guglielmi, duly seconded and:

RESOLVED that the Enforcement and Community Safety Portfolio Holder's response be endorsed.

3. Review of the In-House Public Convenience Cleaning Contract and Working Arrangements

The Committee discussed the new in-house public convenience cleaning contract and working arrangements and other issues such as safety and anti-social behaviour at Magdalen Green and Holland Haven public conveniences.

The Committee **RESOLVED** that the Corporate Management Committee be requested to investigate and confirm that there are robust procedures in place to ensure that the contractual terms of all future contracts entered into by the Council are sound and fully protect this Council's interests.

23 NOVEMBER 2016

1. Testing Taxi and Private Hire Vehicles

Further to its meeting on 1 June 2016, the Committee were addressed on the possibility of extending the days available to the taxi and private hire trades for vehicle testing at the Northbourne Road Depot, Clacton-on-Sea.

After discussion by the Committee it was **RESOLVED** that:

- (a) The Committee notes the report of the Corporate Director (Operational Services) regarding taxi testing and private hire vehicles and that the Committee believes that there is sufficient capacity within the Northbourne Road Garage and that therefore there is no need for further taxi testing days to be offered; and

RECOMMENDED TO CABINET:

- (b) Further consideration be given to putting the booking of taxi testing online as part of the Channel Shift agenda.

2. Clacton Air Show 2016 - De-Brief

The Committee received a de-brief from the Council's Head of Sport and Leisure (Mike Carran) on the Clacton Air Show 2016.

3. Sea and Beach Festival 2016

The Head of Sport and Leisure (Mike Carran) gave a presentation to the Committee on the Sea and Beach Festival 2016.

25 JANUARY 2016 – Cancelled

27 FEBRUARY 2017

1. Update on review of Spendells & Honeycroft sheltered housing schemes

The Council's Head of Housing (Tim R Clarke) was in attendance and gave an update to the Committee on the review of Spendells & Honeycroft sheltered housing schemes.

Following discussion, it was **AGREED** that Officers be requested to be innovative whilst looking at the possible future mix of accommodation in the Sheltered Housing stock.

2. Update on the current situation regarding water quality at Walton Lifestyles

The Committee received a written update from the Council's Head of Sport and Leisure (Mike Carran) which provided an overview of the sequence of events and background information in regards to the positive test of Legionella Bacteria at Walton-on-the-Naze Lifestyles.

The Leisure and Partnerships Portfolio Holder (Councillor McWilliams) informed the Committee that Mr Carran would attend a future meeting to discuss the position in more depth and to update Members on the programme of works that were being undertaken at all other appropriate Council facilities.

The Chairman requested that the Council's Head of Sport and Leisure (Mike Carran) attend the next meeting of the Committee on 3 April 2017 with Councillor McWilliams to give a formal update and to enable all questions and concerns to be addressed.

The Chairman confirmed that he would draft the brief for this item and it would be likely to be broadened to include all of the Council's leisure facilities and that he would circulate questions to Members and Officers prior to the next meeting. It was requested that the report should include details of any additional costs incurred by the Council as a result of the Legionella case and whether costs were likely to be recouped from the contractor.

3. Car Parks and effects of free parking

The Commercialisation, Seafronts and Parking Portfolio Holder (Councillor Turner) and the Council's Head of Public Realm (Ian Taylor) were in attendance and gave an update to the Committee on Car Parks and the effects of free parking.

4. Update on relationship with the North East Essex Parking Partnership

The Commercialisation, Seafronts and Parking Portfolio Holder (Councillor Turner) and the Council's Head of Public Realm (Ian Taylor) gave an update to the Committee on the Council's relationship with the North East Essex Parking Partnership and especially the offer made by Essex County Council to extend the current term of the Joint Committee Agreement by four years.

Following discussion, the Committee **RESOLVED** that:

- the relevant Heads of Service research the legalities with regards to the Portfolio Holder for Commercialisation, Seafronts and Parking inviting the Chair of the North East Parking Partnership to attend an appropriate meeting of the Service Development and Delivery Committee.

The Committee further **RESOLVED** that **CABINET**:

- be requested to acknowledge the excellent job that the Parking Services team and their Portfolio Holder have done with regards to the building of relationships with the North East Parking Partnership.
- be requested to ensure that the North East Parking Partnership Terms of Reference are scrutinised by the relevant committee before the next contract is signed by TDC (likely 2021).